



NON-CERTIFIED POLICE OFFICER (POLICE OFFICER TRAINEE) DOCUMENTATION CHECKLIST

Please ensure that you provide the following documents when you apply! Lack of documentation may lead to disqualification!

- ☐ All Questions have been answered
- ☐ Proof of Valid Driver's License is provided
- ☐ Proof of Age is provided
- ☐ Social Security Card
- ☐ Birth Certificate
- ☐ Citizenship status documentation is provided
- ☐ Evidence of High School diploma or Equivalent is provided
- ☐ Criminal Justice Basic Abilities Test (CJBAT)
 - o Passing results if taken on or after November 19, 2005, OR
 - o Otherwise, you must take the CJBAT
- ☐ Test of Adult Basic Education (TABE), Level A
 - o Passing results if TABE was taken on or after November 19, 2005, OR
 - o Documentation of at least 60 credit hours at college level, OR
 - o Documentation of Associate's degree or higher, OR
 - o Otherwise, you must take the TABE, Level A
- ☐ If claiming Veteran's Preference –
 - o Appropriate Information is provided
 - o Supporting documentation is provided
 - o Signature is provided in Veteran's Preference Claim area
- ☐ Application is:
 - o Signed
 - o Dated
 - o Social Security Number is provided
 - o Notarized
- ☐ Equal Employment Opportunity information is provided (voluntary, not a reason for disqualification)
- ☐ Referral Source is provided (voluntary, not a reason for disqualification)
- ☐ "Agreement to Urinalysis and Other Selection Processes" is Signed and Dated
- ☐ Pre-Screening Questionnaire is Signed and Dated
- ☐ Physical Agility Test (PAT) Hold Harmless Agreement is signed